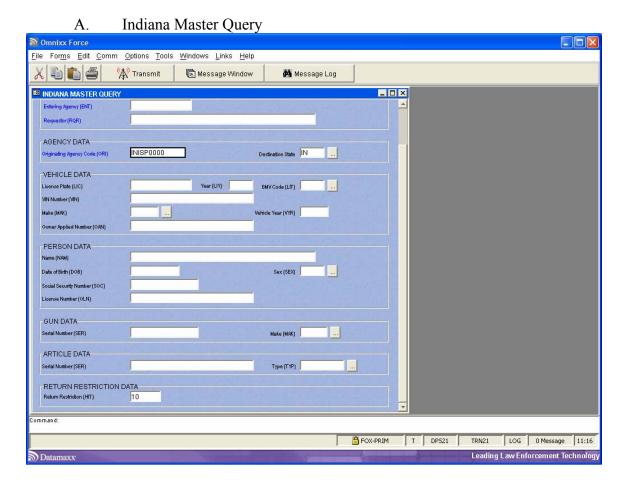IDACS

I.   Introduction

This section has nine (9) functions that are essential to the user. The Master Query screen, Person Inquiry screen, Administrative Message screen, Hot File Broadcast screen, IDACS Query screen, Free Form screen, Validations, Weather/Road screen, and Bulletin Board File screens, will be explained so the user is familiar with each function.

II.   Objective

At the completion of this lesson, the user will be able to answer test questions about the IDACS functions.

III.   Indiana Master Query

This is a State Specific designed form with dispatchers and officers in mind as a "traffic stop" screen. This screen is designed to inquire on several transactions at one time. BMV and "Hot File" responses can be received from one transaction.

A.   Indiana Master Query

Operator's Lesson Plan

Agency/Case Data

1. ORI Originating Agency Code (ORI)
   a. Required.
   b. The nine (9) character ORI of the requesting agency.

2. Destination State
   a. Defaults to "IN".
   b. All inquiries (person, vehicle, plate) will go through the selected state. One state can be selected at one time.

Vehicle Data

1. License Plate (LIC)
   a. Enter up to ten valid characters in this field. "UNK", "UNKN", or "UNKNOWN" are not allowed. If the license plate number exceeds ten characters, only the first ten digits should be entered.

2. Year (LIY)
   a. Must be current year, current year minus one, greater than current year, or NX (non expiring).

3. Type (LIT)
   a. Must be a valid NCIC code.

4. Vehicle ID Number (VIN)
   a. Enter a maximum of twenty alpha and/or numeric characters. If VIN is unknown, field should be left blank.

5. Make (MAK)
   a. The first four characters MUST be a valid NCIC Code.

6. Year of Manufacturer (VYR)
   a.. This field must be four numeric characters representing the production year during which the vehicle was manufactured.

7. Owner Applied Number (OAN)
   a. Enter a maximum of twenty alphanumeric characters. The OAN cannot be identical to the VIN or SER.

Operator's Lesson Plan

Person Data

1.   Name (NAM)
     a.   Last name, First Name, Middle Initial or name.
     b.   Will return (QW) wanted persons and BMV response.

2.   Date of Birth (DOB)
     a.   MMDDYYYY.

3.   Sex (SEX)
     a.   Male (M).
     b.   Female (F).

4.   Social Security Number (SOC)
     a.   Must be nine (9) numeric characters.

5.   License Number (OLN)
     a.   Must not be more than twenty alphanumeric characters.

Gun Data

1.   Serial Number (SER)
     a.   The true (manufacturer's serial) number, a model number, stock control number or owner-applied number **should not** be used on inquiries.
     b.   If more than one number appears on a weapon, the frame number should be inquired on first. If the response is negative, the remaining numbers should be checked.

2.   Make (MAK)
     a.   The first three positions are the Gun Make.

Article Data

1.   Serial Number (SER)
     a.   Enter a maximum of twenty alphanumeric characters.
     b.   Serial number and owner applied number cannot be identical.

2.   Type Code (TYP)
     a.   Minimum of four and a maximum of seven alpha-characters.
     b.   The code used must be in the article name dictionary, if the article name is not listed, the first character of the type field code must be "Y" followed by at least three alphabetic characters.

      c.   An inquiry only may be made with a "Y" and no other characters if the type is not known.

IV.   Indiana Person Inquiry Transaction

This transaction is designed to and has the ability to make several inquiries at one time. This function is designed specifically for Wanted Person entries. It can also be used for any person entry, or for an investigative tool.

     A.   Indiana Person Inquiry Transaction (QPER)

     Agency/Case Data

     1.   Purpose Code (PUR)
         a.   Required on QH, QR,ZR, QWI, IQ and FQ message keys.

     2.   Reason (RSN)
         a.   Required on QH, QR,ZR,QWI, IQ and FQ message keys.

     3.   Attention (ATN)
         a.   Required on QH, QR,ZR,QWI, IQ and FQ message keys.

4.   Optional Control Field
   a.   This field may be used to indicate officer's name, badge number or any type of reference information.

5.   Image Request (IMQ)
   a.   Valid entries for this field are "Y" for Yes and "N" for No.

6.   NLETS Destination (DST)
   a.   Must be a valid NCIC code for a State in the United States.

Message Key

1.   QW (Wanted Person Inquiry)
   a.   Defaults to "NO".
   b.   "YES" will also search the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Deported Felon, Convicted Sexual Offender Registry, Convicted Person on Supervised Release, and the U.S. Secret Service Protective Files.

2.   QH (Inquiry to determine the existence of an III record)
   a.   Defaults to "'NO".
   b.   "YES" will provide an Index to either a single III record or multiple III records matching the inquiry.

3.   QR (Request for criminal history record)
   a.   Defaults to "NO".
   b.   "YES" the SID or FBI number is required.

4.   ZR (Inquiry to determine if an FBI or SID number is indexed)
   a.   Defaults to "NO".
   b.   "YES will advise whether or not the record is on file. This is used primarily for administrative purposes.

5.   DQNAM (Inquiry Driver's License by Name/DOB)
   a.   Defaults to "NO".
   b.   "YES" will provide a BMV response.

6.   QWI (Inquiry Wanted Person and III File)
   a.   Defaults to "NO".
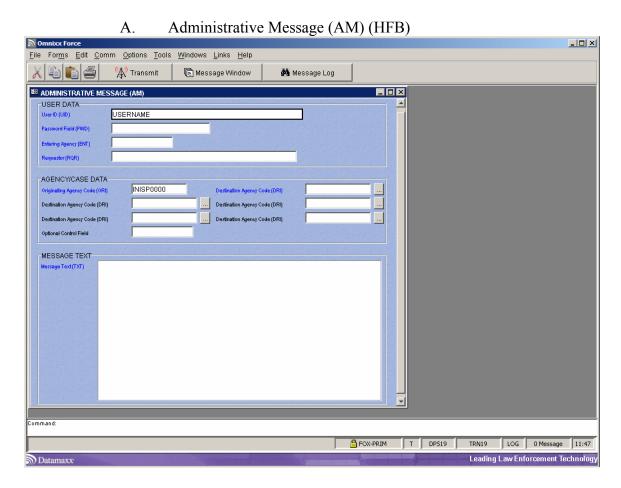   b.   "YES" will provide and wanted person's inquiry and III inquiry in one transaction.

7.   IAQ (I.N.S. Inquiry)
 a. Defaults to "NO".
 b. "YES" IAQ Required Data section is required.

8.   IQ (Inquiry from a state central repository)
 a. Defaults to "NO".
 b. "YES" will send a CHRI request to a state listed in NLETS Destination Field (DST).

9.   FQ (Query to obtain a full record from a state repository when a positive response has been received from a IQ).
 a. Defaults to "NO".
 b. "YES" SID is required.

10.   LQOLN (Registration by SOC)
 a. Defaults to "NO".
 b. "YES" License Number OLN field is required.

IAQ Required Data

1.   Telephone Number (PHN)
 a. Required.
 b. The Agency telephone number is all numeric with no spaces or special characters.

1.   Place of Birth (POB)
 a. Required.
 b. MMDDYYYY.

2.   Offense Code (OFF)
 a. Required.
 b. Must be a four character numeric code.

3.   Custody (CUS)
 a. Required.
 b. Must contain a Y for "Yes" or N for "No".

V.   Administrative Message /Hot File Broadcast

An Administrative Message (AM) or Hot File Broadcast (HFB) is a function that allows a terminal to send a typed message to another terminal, or a group of terminals inter-state and/or intra-state. The purpose of an Administrative Message or Hot File Broadcast is to provide the capability of exchanging criminal justice information between agencies. All AM or HFB messages must be for a law enforcement/criminal justice need and nature. These messages may consist of any exchange of law enforcement or criminal justice information that requires a written record.

A.   Administrative Message (AM) (HFB)

Agency/Case Data

1.   Destination Agency Code (ORI)
   a.   Required.
   b.   A maximum of 5 ORI's. Must be a valid NLETS State Code, NLETS Region Code, Canadian Providence, Indiana Group Code, Indiana Terminal ID or a valid NCIC assigned ORI code.
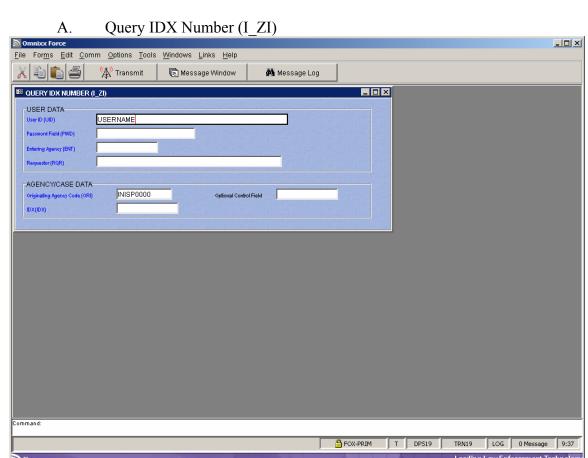
2.   IDACS Reference Number (IDX)
a.   Required.
b.   Use for HFB format.

Message Text

1.   Message Text (TXT).
a.   Free text. Up to 10,000 alphanumeric characters can be
used.

2.   Message Composition
a.   First Line of Text.
1.   Message number, Sending Agency's ORI, Current
Date.
b.   Second Line of Text.
1.   Agency name or area the message is being sent to.
Ex: PD Marion or Units and Stations I70 West
c.   Third Line of Text.
1.   The body of the message. Be brief and concise,
business like, and spelled correctly.
2.   Ten and signal codes cannot be used.
3.   NCIC abbreviations are the only type of
abbreviations that can be used.
4.   Punctuation is allowed.
5.   All messages must comply with IDACS, NCIC and
NLETS rules.
d.   Last Line of Text.
1.   Agency name, current time, operator initial's.

3.   Reply Messages
a.   The third line of the TXT field must contain the requesting
agency's message number and ORI.

4.   INTERPOL
a.   International Criminal Police Organization
1.   A world-wide organization where requests for
investigative assistance can be sent by regular
mail using official letterhead or by an
administrative message.
2.   Type of investigative assistance available is
listed in the IDACS Manual Part IV Section A.5.
3.   When requesting information, operator and
agency identification is required, specifying
the criminal activity under investigation and the
relationship to that investigation of the persons
you are inquiring about.

Operator's Lesson Plan

VI.   Query IDX Number

IDACS numbers serve as unique identifiers for each record placed in the
Hot Files. This function is used to process validations or training. The
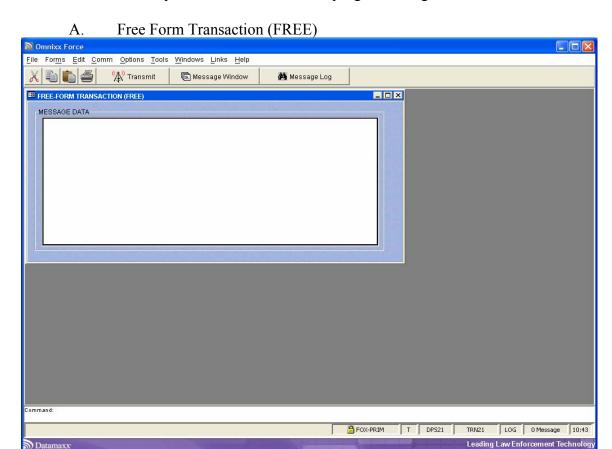IDACS number is assigned by the system and is sequential.

A.   Query IDX Number (I_ZI)

Agency/Case Data

1.   IDX (IDX)
        a.   Required.

VII.   Free-Form Transaction

1.   This form is a free text form which bypasses Omnixx screens and
        field edits. This will send an NCIC 2000 compatible "data stream"
        directly to the switch, then to IDACS and NCIC.

2.   This form is used by IDACS support personnel to diagnose
        problems and program errors or make entries if a preformatted
        screen is not working. This form can also be used by agencies

when a problem exists with a preformatted screen to make entries that may not be able to wait for a program change.

    A.   Free Form Transaction (FREE)

      Message Data
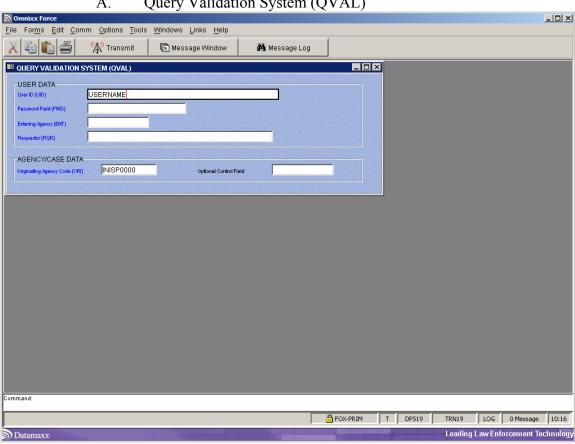
        1.   Example inquiry:
QA.INISP4300.CPROJECT.124678.B HOWE.32S.CR2345.
20030914.OCA43-10059…SLIDE PROJECTOR.Y
RQ.INISP0000.IN.67A1234.2004.PC.

        2.   Example entry:
EA.INISP4300.RRADIO.75646.PANASO.4519.20031014.
OCA43-597…RED AM/FM.Y

        3.   Example data streams with the order and names of fields are found in the NCIC 2000 Operating Manual.

VIII.   Validations

    1.   All IDACS users on a periodic basis shall validate all IDACS Wanted records entered on their authority. Validations obligate the

Operator's Lesson Plan

originating agency to confirm the record is complete, accurate and is still outstanding or active. Validation is accomplished by reviewing the original entry and current supporting documents and recent contact with the complainant, victim, prosecutor, court etc. If the originating agency is unable to successfully contact the appropriate area, the entering authority shall make a determination based on the best information available to keep the entry on file.
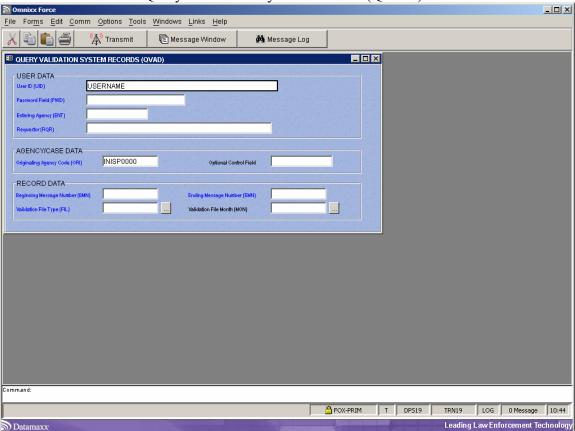
2. On or about the twentieth (20th) of the current month IDACS will send a message advising the number and type of records to be validated the following month. The tenth (10th) day and again on the twentieth (20th) day after the initial notification a reminder message will be sent advising the number of records that remain to be validated. No record can be validated after midnight of the last day of the month the record is due to be validated.

    A. Query Validation System (QVAL)

Agency/Case Data

1. QVAL will tell how many records from each file that the entering agency has for that month.

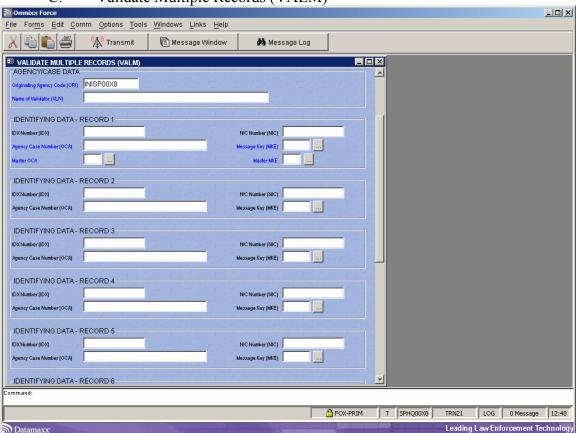B.   Query Validation System Records (QVAD)

Record Data

1.   Beginning Message Number (BMN)
   a.   Required.
   b.   Must be one to four Numeric characters representing the beginning or ending range for validation.
   c.   A maximum of 20 entries can be opened.
         Ex: 1 beginning number (1-20)

2.   Ending Message Number (EMN)
   a.   Required.
   b.   Must be one to four Numeric characters representing the beginning or ending range for validation.
   c.   Ex: 20 ending number. (1-20)

3.   Validation File Type (FIL)
   a.   Required.
   b.   Validation File Types. Drop down box will provide all the choices.
   c.   Articles are not validated.

4.   Validation File Month (MON)
   a.   Two digit number for the month to be validated.
   b.   If validating current month, can be left blank. This field is
         to be used other than current month.

C.   Validate Multiple Records (VALM)

2.   To validate multiple records, select the Validate Multiple Records
      (VALM) screen. This form can be used to validate records from
      one (1) to ten (10).

   a.   If all records being validated are from the same case, the
         master OCA Field must contain "Y" – Yes in the
         Identifying Data Record 1. The OCA will not have to be
         entered in the Identifying Data Record 2 through 10.

   b.   If all records being validated are of the same file, the
         Message Key (MKE) field must contain "Y" – Yes in the
         Identifying   Data Record 1. The MKE field will not
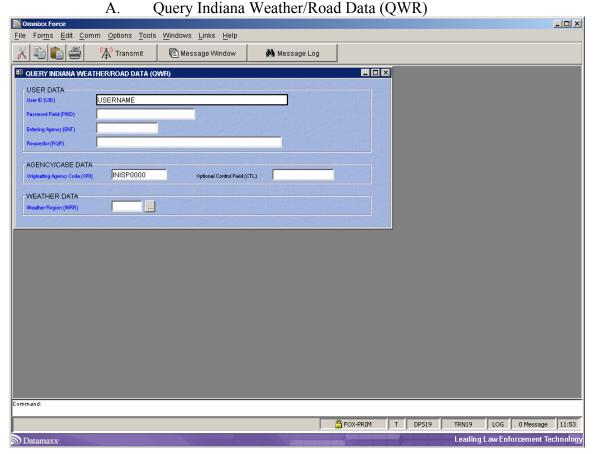   have to be filled out in Identifying Data Record 2 through
         10.

c. Ten different cases can be validated. The Master OCA field must contain "N" – No.

d. Ten different records can validated. The Message Key (MKE) field must contain "N" – No.

IX. Weather/Road – Indiana

This file is designed to provide driving/road conditions during the winter months. Routine updating starts December 1st and ends March 31st and is updated every 4 hours. From April 1st through November 30th, the file is updated only when conditions are hazardous.
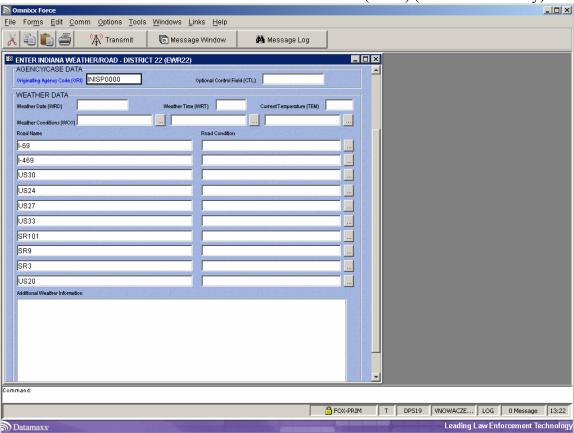
This update will begin at 75 minutes before the hour with a notice to each State Police District to update the weather/road files. After all Districts have responded, Data Operations will instruct the system to send the compiled updates to ISP Operations, National Weather Service, and to a link on the Access Indiana website.

This information may be released to the general public at any time. This section is for Indiana Weather/Road Data only. Out of State Queries follow this section.

A. Query Indiana Weather/Road Data (QWR)

Operator's Lesson Plan

Weather Data

1. Weather Region (WRR)
   a.   Required.
   b.   Indiana only. Out of state inquiries use the HQ inquiry.

    B.   Enter Indiana Weather/Road Data (EWR) (ISP Function Only)

Weather Data

1.   Weather Date (WRD)
   a.   Required.
   b.   Current date MMDDYYYY.

2.   Weather Time (WRT)
   a.   Required.

3.   Current Temperature (TEM)
   a.   Required.

4.   Weather Conditions (WCO)
   a.   Required.
   b.   Enter 1 to 3 conditions.

5.   Road Name
    a.   Required.
    b.   Interstates, US, SR's and Main and Secondary Roads hard coded into the system for each district.
    c.   Road Names for any road can be entered.

6.   Road Condition
    a.   Required.

7.   Additional Weather Information
    a.   Free text. Enter other important weather conditions that exist.

VIII.   Out of State Road/Weather Inquiry Transaction

An agency may request out-of-state road and weather information by sending an inquiry through NLETS. Up to 5 two character state codes are permitted per inquiry. A road/weather information file will be maintained by each participating state. Inquiries and responses will be exchanged via NLETS similar to the way motor vehicle inquiries and responses are exchanged now.

H.   Query Automated Weather (HQ)

Operator's Lesson Plan

Agency/Case Data

    1.   NLETS Destination Code
        a.   Required.
        b.   Must be a valid NCIC code for a State in the United States.
        c.   A maximum of five (5) valid NCIC Code for a state can be used in one (1) inquiry.
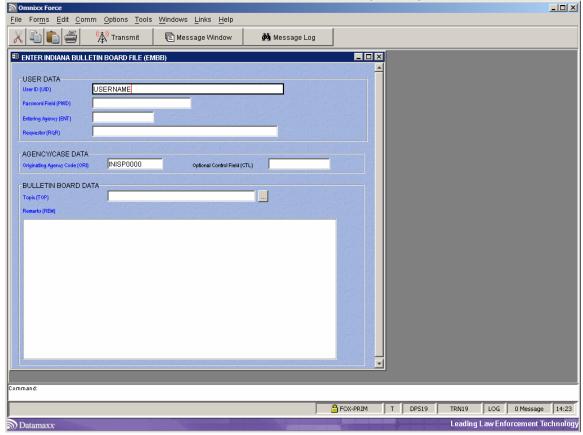
X.   Indiana Bulletin Board File

This file is to be used to distribute and provide information from an agency to all agencies that have access. Messages entered into this file must be of a bona fide need and nature pertaining to law enforcement/criminal justice duties and responsibilities.   It will be the entering agency's responsibility to maintain a the record, which includes any modification or cancellation of the record(s). Entries will remain in the system for thirty (30) days and then the record will be automatically purged. All entries made into the Bulletin Board file must be professional, businesslike, and qualify for one of the topics.

    A.   Query Indiana Bulletin Board File (QMBB)

Bulletin Board Data

    1.   Topic (TOP)
        a.   Required.
        b.   Must be an allowed topic value.

    2.   Control (CON)
        a.   Identifies the current record.

    3.   Sequence Number (SEQ)
        a.   Sequence number.
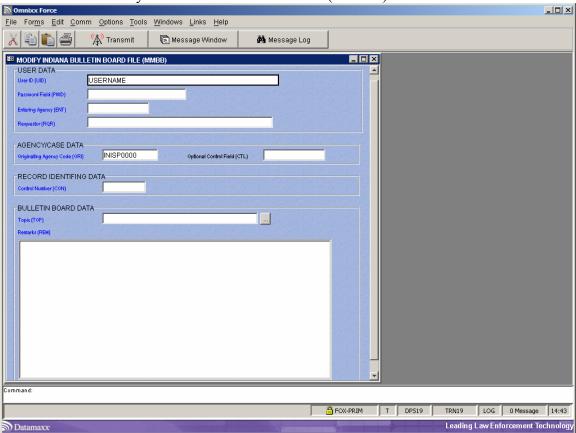
    B.   Enter Indiana Bulletin Board File (EMBB)

Bulletin Board Data

    1.   Topic (TOP)
        a.   Required.
        b.   Only approved topic titles provided in drop down menu.
        c.   Altered topics can not be accessed.

2.   Remarks (REM)
   a.   Required.
   b.   Up to 500 free text characters.

C.   Modify Indiana Bulletin Board File (MMBB)
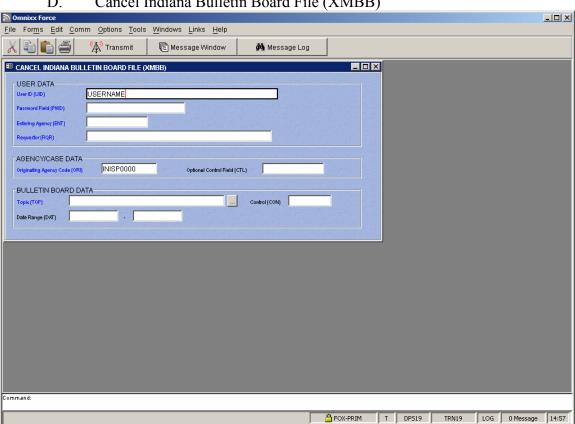

Record Identifying Data

1.   Control Number (CON)
   a.   Required.
   b.   Identifies the current record and is assigned at the time of entry.

Bulletin Board Data

1.   Topic (TOP)
   a.   Required.
2.   Remarks (REM)
   a.   Required.

D. Cancel Indiana Bulletin Board File (XMBB)

Bulletin Board Data

1. Topic (TOP)
    a. Required.
    b. Must be an allowed topic value.

2. Control (CON)
    a. Identifies the current record.

3. Date Range (DAT)
    a. Must be a valid date range to search, with the dates in MMDDCCYY format.
    b. When one of the Date Fields are used, both are required.
    c. The dates may not be a future date.
    d. The Hyphen is automatically placed between the fields. Example: 05012002 and 05102002